

**CITY OF LIBERTY LAKE
FOR 2015 BUDGET
LIST OF MAYOR BUDGET QUESTIONS**

MBQ #	Requester	Date Submitted	Date Responded	TOPIC	Other Note
1	Dunne	10/29/2014	10/31/2014	Council Priorities not budgeted	
2	Kopelson	10/31/2014	11/7/2014	GSSAC	
3	Kopelson	11/2/2014	11/7/2014	Driving Range	attachment
4	Kopelson	11/2/2014	11/7/2014	Electric Charging Station	
5	Kopelson	11/2/2014	11/7/2014	Economic Development	attachment
6	Kopelson	11/2/2014	11/7/2014	City Server	attachment
7	Kopelson	11/2/2014	11/7/2014	Comprehensive Plan Update	
8	Kopelson	11/2/2014	11/7/2014	Recreation Services	
9	Kopelson	11/2/2014	By 11-14-2014	Library Telephone & Internet	attachment
10	Kopelson	11/2/2014	By 11-14-2014	Liberty Lake Ball Fields & Restroom	
11	Kopelson	11/2/2014	By 11-14-2014	Library Capital Costs	
12	Kopelson	11/2/2014	By 11-14-2014	Concession Stand - Facility charge	
13	Kaminskas	11/2/2014	11/7/2014	Police Capital Fund	
14	Kaminskas	11/2/2014	11/7/2014	Legislative Office Supplies	
15	Kaminskas	11/2/2014	11/7/2014	Legislative Travel and Memberships	
16	Kaminskas	11/2/2014	11/7/2014	Cell Phone Stipend	
17	Kaminskas	11/2/2014	11/7/2014	Additional Admin Position	
18	Kaminskas	11/2/2014	11/7/2014	Increase in Finance Prof Services	
19	Kaminskas	11/2/2014	11/7/2014	Building Contingency	
20	Kaminskas	11/2/2014	11/7/2014	Non Expenditure Line Item	
21	Kaminskas	11/2/2014	11/7/2014	LIFT Funding for 2015	
22	Kaminskas	11/2/2014	11/7/2014	Police Vehicle Maintenance	
23	Kaminskas	11/2/2014	11/7/2014	FMLA - Planning	
24	Kaminskas	11/2/2014	By 11-14-2014	Concession Stand & Sign	attachment
25	Kaminskas	11/4/2014	By 11-14-2014	Cover Pad for Town Square	
26	Kaminskas	11/4/2014	By 11-14-2014	Library Capital Costs	See MBQ #11
27	Kaminskas	11/4/2014	11/7/2014	Golf Course Revenue decreases	
28	Kaminskas	11/4/2014	11/7/2014	CIP Project #20 - not budgeted	
29	Kaminskas	11/4/2014	11/7/2014	Comprehensive Plan Update	See MBQ #7
30	Kaminskas	11/4/2014	11/7/2014	Staff Vehicle	
31	Kaminskas	11/4/2014	By 11-14-2014	Recreation Professional Services	
32	Kaminskas	11/4/2014	By 11-14-2014	Liberty Lake Days	

2015 BUDGET QUESTION AND REQUEST FORM

DATE: 29-Oct-14

Requestor: Dan Dunne

Question or Budget Adjustment Request:

In the upcoming budget workshop - I'd like to you address why the council's #1 and #2 priorities (Trailhead rebuild, pool project) have no funding in 2015.

In particular, I'd like you to reconcile no funding to investigate the Municipal Pool project with the survey results which indicate it's the resident's primary recreation interest.

Budget Adjustment Amount: \$ Unknown

FUND # or Budget Line Item:

FOR ADMIN USE ONLY

Received Date: 10-29-2014

Response or Action:

I want to acknowledge that the rebuild of the Trailhead Facility, a Community Pool /Water Facility project and a community center type facility as identified as Council priorities, will be a major undertaking for the City of Liberty Lake. The review of site locations, facility programs, budgets, and financing options need to be thought through as we engage the community's input and support.

For this reason, \$70,000 is included in the 2015 budget to begin this effort and kick off the master planning effort. As this work directly connects to the update of our Comprehensive Plan and knowing that professional services to assist and support this work will exceed \$70,000, I thought it best to start with this level of funding.

Once the projects become better defined and we have more information about the scope and financing strategy, we will bring back a budget amendment to fund additional professional services that are required.

At this time, we do not have a good estimate for purposes of budgeting for the cost of these professional services.

MBQ# __ #1 __

(if extra space is needed, please use the back of this document add an attachment)

Once completed, please send them to the Finance Director

2015 BUDGET QUESTION AND REQUEST FORM

DATE: 31-Oct-14

Requestor: Keith Kopelson

Question or Budget Adjustment Request:

In an effort to increase awareness of substance abuse issues to the youth in Liberty Lake, as well as assist in providing opportunities for youth to find ways to avoid the use of illicit drugs and alcohol, I would like to propose that the City assist in the support of a non-profit group already in existence - GSSAC (Greater Spokane Substance Abuse Council).

Budget Adjustment Amount: \$ 2,500

FUND # or Budget Line Item: General Fund - Social Services

FOR ADMIN USE ONLY

Received Date: 10-31-2014

Response or Action:

This request would require a motion by City Council to include it into the 2015 Budget. If it is included, staff would prepare a resolution that would specify how the dollars are to be spent and what reporting requirements would be needed.

MBQ# ____ #2 ____

(if extra space is needed, please use the back of this document add an attachment)

Once completed, please send them to the Finance Director

2015 BUDGET QUESTION AND REQUEST FORM

DATE: 11-2-2014

Requestor: Keith Kopelson

Question or Budget Adjustment Request:

1. What is the dollar amount of claims reported to the City by golf balls "clearing" the existing fencing for each year of 2010-2014?
2. How many injuries were reported to the City for golf balls hitting any person and the dollar amount of any claims for golf balls specifically "clearing" the fence for each year of 2010-2014?
3. When was the last modification to the existing fence made and what was the scope of the work (if any).
4. When was this "issue" identified as a potential liability?

Budget Adjustment Amount: \$

FUND # or Budget Line Item:

FOR ADMIN USE ONLY

Received Date: 11-3-2014

Response or Action:

#1. 5 claims total. 2 paid = \$1200. #2. no injuries were reported. #3. The modifications were made to the fence back in 2005 when the neighborhood requested them reduced. #4. When the resident came to speak to council this summer about the potential liability.

MBQ# _____ #3 _____

(if extra space is needed, please use the back of this document add an attachment)

Once completed, please send them to the Finance Director



2015 BUDGET QUESTION AND REQUEST FORM

DATE: 11-2-2014

Requestor: Keith Kopelson

Question or Budget Adjustment Request:

1. How many vehicles would have access to the charging station simultaneously?
2. What is the estimated time a vehicle would be connected to the charging station for an adequate charge and would there be a time limit for a vehicle to be in the space available for charging?
3. What need or benefit to the city and its residents is satisfied by installation and maintenance of proposed charging station (assuming the vehicle owner has a charging solution on their own property) ?
4. What is the estimated power costs for the proposed charging station?

Budget Adjustment Amount: \$

FUND # or Budget Line Item:

FOR ADMIN USE ONLY

Received Date: 11-2-2014

Response or Action:

1) Probably no more than three per station, most likely two.
2) Anywhere from 30 min to 8 hrs, depending on amount of charge needed. Time limit would be a policy decision.
3) Convenience
4) If the charger were being used constantly (12hr/day) and three vehicles were being charged, the energy cost would come to about \$30/day, or \$10/charger. That is assuming pretty heavy use.

MBQ# _____ #4 _____

(if extra space is needed, please use the back of this document add an attachment)

Once completed, please send them to the Finance Director

2015 BUDGET QUESTION AND REQUEST FORM

DATE: 11-2-2014

Requestor: Keith Kopelson

Question or Budget Adjustment Request:

1. In reference to the budget line item concerning Economic Development - Dues/memberships, what is our GSI membership cost of \$20k based on? What is the Valley Chamber membership of \$7500 based on? In addition, have we analyzed the "return on investment" these memberships have provided. Finally, have we considered bringing economic development efforts "in house" with existing an/or additional staff.

Budget Adjustment Amount: \$

FUND # or Budget Line Item:

FOR ADMIN USE ONLY

Received Date: 11-3-2014

Response or Action:

Mayor and Council receive Quarterly Reports from GSI regarding their activity and GSI does report on how they are directly impacting the City. Annual Membership Dues for GSI are \$10K with another \$10K for Business Development. Valley Chamber membership due is \$500 with another \$7K for Business Development. Valley Chamber provides an annual report for council review. See attached for 2014 report. Response to "in house" efforts, what works best for the City is for us to support recruiting functions provided by others. This includes development, realtors, brokers, GSI, and the Valley Chamber. City has invited Katherine Morgan from the Valley Chamber to introduce herself at our next meeting .

MBQ# _____ #5 _____

(if extra space is needed, please use the back of this document add an attachment)

Once completed, please send them to the Finance Director

Greater Spokane Valley Chamber of Commerce

1421 N Meadowwood Ln, Ste 10
 Liberty Lake WA 99019
 509-924-4994 phone
 509-924-4992 fax


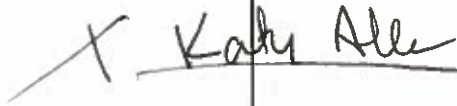
Invoice

Date	Invoice #
1/28/2014	23695

475

Bill To
City of Liberty Lake Steve Peterson 22710 E Country Vista Dr Liberty Lake, WA 99019

P.O. No.	Terms	Project
	30 days	

Quantity	Description	Rate	Amount
	Business Plus Level	500.00	500.00
	Business Development	7,000.00	7,000.00
			
			
	REC'D JAN 30 2014		
		558.70.49.00	
		Total	\$7,500.00

ENT'D FEB 07 2014



“Catalyst for a Vibrant Sustainable Economy”

Business Plan 2013

The Greater Spokane Valley Chamber of Commerce is a member-driven and professionally staffed nonprofit association of business people committed to improving the economic climate and the quality of life in the Spokane Valley and surrounding region. The Greater Spokane Valley Chamber of Commerce was organized on May 25, 1921 in Greenacres by a group of business leaders who saw the need for an organization to represent business interests and to coordinate community events in the Spokane Valley. The Chamber incorporated as an IRC 501(c)(6) business league. It serves businesses and organizations as members in the cities of Spokane Valley, Millwood and Liberty Lake and communities in eastern Spokane County. Membership is not limited to the geographic area of the Spokane Valley and is recommended for any business or organization that desires a business presence in the Spokane Valley. Membership is open to any business, nonprofit organization or retired individual.

Vision: The Greater Spokane Valley Chamber of Commerce will be the unifying business force dedicated to community vitality and economic prosperity.

Mission Statement: We are an organization of business members committed to fostering relationships between members and the community. We serve the interest of our members by acting as a catalyst for a vibrant sustainable economy.

- We value:**
- 1) Ethical business practices
 - 2) Community volunteers in leadership roles
 - 3) Clear communication
 - 4) Respectful cooperation and collaboration
 - 5) A broad spectrum of industries
 - 6) Active committee involvement
 - 7) Fostering and mentoring new community leaders
 - 8) Membership participation

Guiding Motto: “We are in business to help you do business.”

Three Year Plan Strategies (2012 – 2014)

- #1 Financial Sustainability** — Align goals and budget to advance the mission of the Chamber.
- #2 Resourcing the Chamber** — Provide adequate resources to meet the needs of the organization and its services to members.
- #3 Marketing** — Increase promotion of the Chamber services to reach greater numbers of businesses to increase economic vitality.
- #4 Membership** — Grow and retain membership through meaningful activities and results driven efforts.
- #5 Developing Business** — Increase efforts to expand existing businesses and grow new business through training, information and incubation opportunities.
- #6 Positive Business Climate** — Launch new efforts to improve and enhance the business climate through volunteer action, business promotion, and developing effective business alliances.

Goals and Action Plans for 2013 - Highlights of 2013 Strategies

1. Financial Sustainability – align goals and budget to advance the mission of the Chamber.

- A. Add two to three more Sustaining Investors at \$10,000 each and look for long term commitments
- B. Use asset account to reduce old accounts payable
- C. Set priorities for allocation of revenue:
 - i. 1) Payroll
 - ii. 2) Rent and facilities operating expenses,
 - iii. 3) Pay bills and reduce debt,
 - iv. 4) Growth – new revenue programs and marketing
- D. Evaluate dues with potential for increase and restructuring of dues levels
- E. Increase revenues from programs and events
- F. Secure wine and beer license to create revenue from Chamber after hours events.
- G. Continue to build on successful revenue events such as the Gala and the Golf Tournament

2. Resourcing the Chamber – Provide adequate resources to meet the needs of the organization and its services to members.

- A. Recruit Sustaining Investors.
- B. Continue to look for partnering organizations and projects; e.g., expanded incubation services in Liberty Lake and NxLevel® Entrepreneur Training in Hillyard
- C. Create a Technology Taskforce to develop a 5 year plan for equipment replacement
- D. Continue efforts to rent remaining 2 incubator offices and set rental fees for non-member use of conference room
- E. Create a standing Marketing Internship on stipend (\$500/qtr.) for website and social media updates and acquire an MIS intern to implement new event management program which was developed Spring 2012
- F. Create new Programs Committee to develop new revenue generating programs.

3. Marketing - Increase promotion of Chamber services to reach greater numbers of businesses to increase economic vitality.

- A. Determine adequate funds needed to promote Chamber events and programs proposed by the Programs Committee, establish proposed programs budgets and oversee marketing campaigns with the objective of increasing attendance by 10 to 15%.
- B. Improve promotion of sponsors
- C. Continue branding the Chamber as the business “relationship building” organization in the area by using market research including market demographics, data to be kept up to date by a marketing intern.
- D. Review and improve sales materials for consistency of message and quality.
- E. Write an event marketing plan with timelines and media needed for event. Use market research and event registration system to analyze effectiveness of marketing and to continue to determine what target markets are attending.
- F. Expand marketing potential of email, website and social media.

4. Membership – Grow and retain membership through meaningful activities and results driven efforts.

- A. Increase membership to 900 at year end 2013.
- B. Continue Board referrals with 100% participation of Board members in 2013
- C. Create a card campaign to identify members doing business locally and develop a tracking system
- D. Encourage the use of “proud member” Chamber logo.
- E. Recognize new and renewing members with certificate frames, potential cost \$1,000 for 200 frames
- F. Revitalize the Ambassadors program and elevate it to a new level of identity.
- G. Define retention strategy and in the process collect testimonials and add exit surveys to address member needs, expectations and interests.
- H. Continue personalized “welcome” cards.

5. Developing Business – increase efforts to expand existing businesses and grow new business through training, information and incubation opportunities.

- A. Consider promoting the incubator on Craig's List
- B. Evaluate costs and consider a breakfast exhibitor table for tenants.
- C. Recruit to increase class size for NxLevel to 15 per class with total enrollment of 45, then raise to 50 in 2014. Consider taking the class off site to other locations.
- D. Promote resource center by having events at the Chamber office.
- E. Improve website to enhance online connection to other businesses.
- F. Conduct 2013 Business Trade Show with a subtitle that is more inviting to non-technical businesses.
- G. Create a business fair opportunity with Valleyfest.
- H. Enhance online connection to business resources by developing a Social Media plan and implementing it

6. Positive Business Climate – launch new efforts to improve and enhance the business climate through volunteer action, business promotion and developing effective business alliances.

- A. Government Action Committee needs to continue to evolve from a program orientation to an "action" model to identify current relevant issues and then invite government officials to meet to hear local needs.
- B. Increase community involvement to plan events to include other segments of the community, such as residents, civic groups and other stakeholders to engage in constructive dialog which results in broad based support for community and business improvement.
- C. Sponsor and offer community leadership training to involve other stakeholders and members of the community.
- D. Create a taskforce to develop a pilot project for an enhancement of a business neighborhood or district in the City of Spokane Valley and in the process utilize university resources in urban planning.

Financial Information

Fiscal Year: The Greater Spokane Valley Chamber of Commerce operates on a calendar year ending December 31, 2013.

Annual Budget	Revenue: Administrative Budget – Dues and Direct Income	\$465,700
	Non-dues Projects and Events Budget	<u>261,810</u>
	Total Revenue	\$727,510
	Expenses: Administrative Budget – Operating Expenses	\$548,585
	Non-dues Projects and Events Budget	<u>153,440</u>
	Total Expenses	\$702,025

Board of Directors:

**Executive Committee/Officers*

*Chairperson of the Board	John Guarisco, <i>MDI Marketing</i>
*Past Chairman of the Board	Nancy Holmes, <i>Avista</i>
*Chairman Elect	Barry Baker, <i>Baker Construction</i>
*President & CEO	Eldonna Shaw, <i>Greater Spokane Valley Chamber of Commerce</i>
*Treasurer	Diana Wilhite, <i>Safeguard NW Business Printing & Promotional Products</i>
*Secretary	Josh Johnson, <i>Peridot Publishing, The Splash</i>
*Vice Chair	Dennis Barts, <i>Valley Hospital</i>
*Vice Chair	Mike Baker, <i>Modern Electric Water, Co.</i>
*Member at Large	Max Johnston, <i>AIR CONTROL Heating & Air Conditioning</i>

Directors:

Joe Frank, *Greenstone*
Karla Kaley, *KPS Management*
Andy Rooney, *Mirabeau Park Hotel*
Brian Singer, *Lydig Construction*
Brian Holecek, *Graham Construction*

John Bogensberger, *Signs for Success*
Chris Ballard, *Pacific Print & Fulfillment*
Steve Florance, *Inland NW Insurance*
Chris Clark, *Clark's Tire & Automotive*
Jim Dailey, *Rosauers Supermarkets, Inc.*
Mike Dalessi, *Presentation Solutions*
Sheri Dickinson, *Mountain West Bank*
Kenneth Plank, *Numerica Credit Union*
Julie Van Wormer, *ALSC Architects*
Jason Whiteley, *Witherspoon-Kelley*

Ex-Officio (Non Voting) Members of the Board of Directors

Ken Briggs, Executive Director, *Spokane Valley Partners*
Shawn Mayo, *USAF – Fairchild AFB*
Steve Peterson, Mayor, *City of Liberty Lake*
Arne Woodard, Councilman, *City of Spokane Valley*
Daniel Mork, Mayor, *City of Millwood*
Dr. Philip J. Rudy, DDS, President, *Spokane Valley Business Association*
Chris Cargill, Eastern WA Director, *Washington Policy Center*
Cheryl Kilday, President & CEO, *Spokane Regional CVB*
Daniel Valencia, President, *Inland Northwest Latino Chamber of Commerce*
Viktoriya Reed, *International Trade Alliance*
Mark Richard, *Spokane County*

Executive Officer/Staff:

M. Eldonna Shaw CCE, MA, IOM, CEBS
President & Chief Executive Officer
Sue Rusnak
Office Manager
Anita Cramer
Executive Assistant, Part-time
Jean Floyd
Accountant, Part-time
Phil Kiver
Member Services Representative
Marcy Thomas
Member Services Representative

Contract Support:

NxLevel® Entrepreneur Training
Web Design:
Web Support/Photography:
IT Support:
General Counsel:
Annual Review and Tax Preparation

Barbara Olson, *Barbara Olson Consulting*
Mary Patterson, *MDI Marketing*
Gary Roberto, *Gary Roberto Photography*
Kevin Daymont, *Infusion IT*
Ryan McNeice, Atty., *McNeice Wheeler Law Firm PLLC*
Evelyn Cena, CPA, *Parker, Moorers and Cena, PLLC*

Addresses: Valley Chamber Business Center at Liberty Lake
Liberty Square Building
1421 N. Meadowwood Lane
Liberty Lake, WA 99019
Telephone: 509-924-4994

Websites: www.spokanevalleychamber.org **email:** info@spokanevalleychamber.org

Adopted: Strategies and Budget - December 11, 2012 by the Board of Directors
Committee Structure - January 30, 2013 by the Board of Directors

2014 Officers & Board of Directors

Chairman of the Board - Barry Baker, Baker Construction & Development, Inc.

Chair Elect - Denny York, Fairmount Holdings Inc.

President & CEO - Eldonna Shaw, GSVCC

Treasurer - Mike Baker, Modern Electric Water Co.

Secretary - Josh Johnson, The Splash/The Current

Vice Chair - Brian Mansfield, Walmart Supercenter

Vice Chair - Julie Van Wormer, ALSC Architects

Member at Large - Jeff Adams, Horizon Credit Union

Past Chair - John Guarnieri, MDH Marketing

Directors

Chris Ballard, Pacific Northwest Print & Fulfillment Inc.

John Bogenberger, Signa for Success Inc.

Steve Florence, Inland NW Insurance

Joe Frank, Greenstone Corporation

Lailisha Hill, Avista

Brian Holecck, Graham Construction & Management, Inc.

Karla Kaley, KPS Management

Shardynn Moore, Iron, Inc.

Becky Morris, Washington Trust Bank

Julie Orenstein, Banner Bank

Kevin Person, Wegstaff Inc.



Kenneth Plank, Numerica Credit Union

Andy Rooney, Mirabeau Park Hotel

Brian Singer, Lydig Construction, Inc.

Erica Young, Anderson, Peretti & Co.

2013 Officers & Board of Directors

Chairman of the Board - John Guarisco, MDY Marketing

Chairman Elect - Barry Baker, Baker Construction & Development, Inc.

President & CEO - Eldonna Shaw, GSVCC

Treasurer - Diana Wilhite, Safeguard Northwest

Secretary - Josh Johnson, The Splash/The Current

Vice Chair - Dennis Barts, Valley Hospital

Vice Chair - Mike Baker, Modern Electric Water Co.

Member at Large - Max Johnston, Air Control Heating & Electric

Past Chair - Nancy Holmes, Retired

Directors

Chris Ballard, Pacific Northwest Print & Fulfillment Inc.

John Bogenberger, Signa for Success Inc.

Sheri Dickinson, Mountain West Bank

Steve Florence, Inland NW Insurance

Joe Frank, Greenstone Corporation

Thank You 2013 Major Sponsors



Platinum Sponsors
Modern Electric Water Co.

Washington Trust Bank

Platinum Sponsors
Greenstone Corp.

Mirabeau Park Hotel

Gold Sponsors
Numerica Credit Union

Banner Bank

STCU

Avista

The Splash/The Current

Silver Sponsors

Coeur d'Alene Casino

MOJO Reprographics

Staples

Valley Hospital

Bronze Sponsors

Gary Roberto Photography

Graham Construction & Management, Inc.

Inland Power & Light

Spokane International Airport



2013 Results from our Strategic Plan

Membership - Serving since 1921

- Representing 740 businesses and organizations with an estimated workforce exceeding 28,350 in eastern Spokane county; primarily in the cities of Spokane Valley, Liberty Lake and Millwood.
- Celebrated 32 businesses expanding or locating in the Valley with ribbon cuttings and ground breaking events.

Resourcing the Chamber to help our members grow

- Implemented "Value Based Dues Investment" program, with packaged advertising and promotion opportunities included in levels of investment that provide savings and choices of valuable tools to promote our members.

Marketing "We are in business to help you do business."

- Using Social Media effectively with daily posts about new members and information of interest to members and the public, with responses placing the Valley Chamber consistently in the top 10 "Best Liked" Facebook pages for Chambers in the Pacific Northwest.
- Weekly e-news (Valley Flash) and monthly e-magazine (Valley Chamber Connections) reaching 1,500 readers with each transmission.
- Regular feature in "The Current" news magazine reaching 10,000 people.

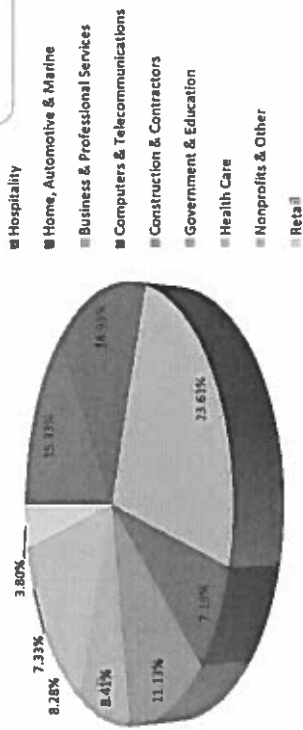
Developing Business - By growing new and strengthening existing businesses

- Including the 2013 results, the Valley Chamber NaLevel, Entrepreneur Training Program has graduated 134 new business entrepreneurs to date. This program is recognized by Washington State University's SBDIC as the strongest entrepreneur training program in the state.
- The Valley Chamber Business Center filled its business incubators in 2013 and we have a waiting list for 2014. Our Chamber has helped 43 businesses get a start in our community through the business incubator program to date.
- Hosted the Business Show as an evolving effort over the past 11 years to showcase local businesses. In 2013, 70 businesses participated and gained visibility through a record number of attendees, as well as exposure from TV advertising.
- Connected people to do business through 48 networking events to date in 2013.
- Business referrals - responded to 153 requests for services to date via phone or email.
- In 2013, we processed 610 Certificates of Origin to assist our members exporting goods internationally to 28 foreign countries.

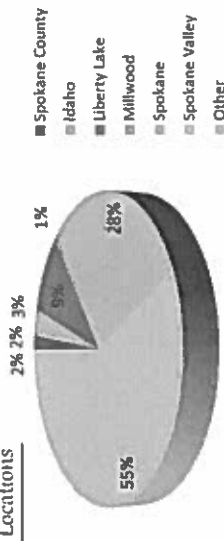
Positive Business Climate- Creating opportunities for involvement

- Our Government Action and Transportation Committees look at local issues on a monthly basis. In the past two years, we were instrumental in reducing the utilities tax by half in Liberty Lake and helped to get funding for improvements to the Sullivan Road Bridge.
- Hosted Candidates Forums for the Mayor's race in Millwood and the City Council races in Spokane Valley and Liberty Lake to inform the public and help them become more familiar with the candidates.

Industries



Locations



The Greater Spokane Valley Chamber of Commerce
(866) 475-1436 or (509) 921-4994
www.spokanevalleychamber.org



2015 BUDGET QUESTION AND REQUEST FORM

DATE: 11-2-2014

Requestor: Keith Kopelson

Question or Budget Adjustment Request:

1. In reference to the budget line item concerning Central Services - Furniture, Computers& Equip proposed at \$22k for a new city server& \$10k for electric cart (addressed in separate MBQ email sent) I would like to know the specs of the proposed server compared to the estimated needs of the server and what is it for?

Budget Adjustment Amount: \$

FUND # or Budget Line Item:

FOR ADMIN USE ONLY

Received Date: 11-3-2014

Response or Action:

See attached pdf for Specs. Estimated costs are just under \$10K and I added another \$2k to cover and items that maybe needed to be purchased. Recommendation comes from Hi Technique. Current server is over 5 years old. Software is included under professional services under finance

MBQ# _____ #6 _____

(if extra space is needed, please use the back of this document add an attachment)

Once completed, please send them to the Finance Director

1330 N. Washington Street, Suite 2500
 Spokane, WA 99201

Date **10/9/2014**

Prepared For:	Contact HiTechnique:
Patricia Prince City of Liberty Lake	800-646-7244 Fax: 509-326-9100 www.hitechnique.com sales @hitechnique.com

Regarding:	Terms	Cust PO
Microsoft Quote	Paid with order	

Qty.	Item Number	Item/Description	Price	Extension
2	11223243	OB WIN SVR STD 2012R2 SGL OLP NL 2P GOV	704.00	1,408.00
95	10886962	OB WIN SVR CAL 2012 SGL OLP NL U CAL GOV	27.00	2,565.00
1	10950270	OB EXCHG SVR STD 2013 SGL OLP NL GOV	565.00	565.00
95	10950168	OB EXCHG STD CA L 2013 SGL OLP NL U CAL GOV	62.00	5,890.00
				-
				-
				-
				-
				-
				-
				-
				-
				-
Note: Quote does not include Sales Tax, Shipping/Handling, or Labor Costs.			Total	\$ 10,428.00

Special Instructions:

Accepted by	Date
-------------	------

Quote valid for 14 days

Please Fax, mail or e-mail your approved quote to the attention of Sales

From: HP.comB2B@Compaq.com
To: [Ryan_Cresswell](#)
Subject: Business to Business Quote
Date: Thursday, October 09, 2014 10:48:06 AM



Please do not reply to this message as this mailbox is not monitored. Contact your HP sales representative if you have any questions. Thank you

You can also login to your B2B site at <https://h20143.www2.hp.com/cgi-bin/ccg.dll/JavaContentGateway/Login/login.do>

Quote name City Server Hyperv
Saved by Eleanor Folsom
Quote id 8169294
Date 10/9/2014 5:47:35 PM
Expiration date 11/8/2014
Ship to name Eleanor Folsom
Ship address City of Liberty Lake
22710 E Country Vista Dr
Liberty Lake, WA 99019
Ship phone (509)-755-6703 (day)
Ship email efolson@libertylakewa.gov
Ship method F2D
Ship method desc. Fed Ex 2-Day (\$101.00)

Bill to name Eleanor Folsom
Bill to company City of Liberty Lake
Bill to address 22710 E Country Vista Dr
Liberty Lake, WA 99019
USA
Bill to phone (509)-755-6703 (day)
Purchase method credit
Agent id 10021623
Agent name HiTechnique LLC
Account id 4517168
Sales Rep Randy Rosswog
Sales Rep Email rosswog@hp.com
Sales Rep Phone 8008884406 Ext.

Part no.	Description	Qty	Unit price	Discount	Total
	HP ProLiant ML350 Gen9 Hot Plug 8LFF Configure-to-order Tower Server	1	\$9,621.00	\$1,154.52	\$8,466.48
	754537-B21				
754537-B21	HP ProLiant ML350 Gen9 Hot Plug 8LFF Configure-to-order Tower Server				
	3 years parts, labor and onsite service (3/3/3) standard warranty. Certain restrictions and exclusions apply.				
726636-L21	HP ML350 Gen9 Intel Xeon E5-2690v3 (2.6GHz/12-core/30MB/135W) FIO Processor Kit				
726719-48G	HP 48GB (3x16GB) Dual Rank x4 DDR4-2133 CAS-15-15-15 Registered Memory Kit				

	For additional information and selection of Linux Enterprise products and add-ons [Click Here]				
	HP iLO Management Engine w/t Intelligent Provisioning				
	Embedded 1Gb 4-port 331i Network Adapter				
	HP 8LFF HDD Cage				
726536-B21	HP 9.5mm SATA DVD-ROM JackBlack Gen9 Optical Drive				
652753-B21	HP 1TB 6G SAS 7.2K rpm LFF (3.5-inch) SC Midline 1yr Warranty Hard Drive				
652753-B21	HP 1TB 6G SAS 7.2K rpm LFF (3.5-inch) SC Midline 1yr Warranty Hard Drive				
652753-B21	HP 1TB 6G SAS 7.2K rpm LFF (3.5-inch) SC Midline 1yr Warranty Hard Drive				
652753-B21	HP 1TB 6G SAS 7.2K rpm LFF (3.5-inch) SC Midline 1yr Warranty Hard Drive				
652753-B21	HP 1TB 6G SAS 7.2K rpm LFF (3.5-inch) SC Midline 1yr Warranty Hard Drive				
652753-B21	HP 1TB 6G SAS 7.2K rpm LFF (3.5-inch) SC Midline 1yr Warranty Hard Drive				
652753-B21	HP 1TB 6G SAS 7.2K rpm LFF (3.5-inch) SC Midline 1yr Warranty Hard Drive				
749974-SC1	HP Smart Array P440ar/2GB FBWC 12Gb 2-ports Int FIO SAS Controller + Cable Kit				
727258-B21	HP 96W Smart Storage Battery with 145mm Cable for DL/ML/SL Servers				
720479-PS2	HP 800W Flex Slot Platinum Hot Plug Power Supply Kit x2				
	HP (3) Hot Plug Non-Redundant Fans				
725878-B21	HP ML350 Gen9 Redundant Fan Kit				
					*Subtotal²
					\$8,466.48
					*Est. Shipping
					\$101.00
					*Est. Tax
					\$745.37
					*Total²
					\$9,312.85
* Actual tax will be calculated when your order is placed.					

HP CONFIDENTIAL AND PROPRIETARY INFORMATION DO NOT SHARE

²HP is not liable for pricing errors. If you place an order for a product that was incorrectly priced, we will cancel your order and credit you for any charges. In the event that we inadvertently ship an order based on a pricing error, we will issue a revised invoice to you for the correct price and contact you to obtain your authorization for the additional charge, or assist you with return of the product. If the pricing error results in an overcharge to you, HP will credit your account for the amount overcharged.

2015 BUDGET QUESTION AND REQUEST FORM

DATE: 11-2-2014

Requestor: Keith Kopelson

Question or Budget Adjustment Request:

1. In reference to the budget line item concerning CP&ED - Professional Services proposed at \$80k for a Comprehensive Plan Update Consultant for 2015, I would like to know the scope of the proposed consulting work. I would also like to know what previous consulting costs were incurred for previous studies.

Budget Adjustment Amount: \$

FUND # or Budget Line Item:

FOR ADMIN USE ONLY

Received Date:

Response or Action:

Under the WA State Growth Management Act (GMA), every county and city in the state is required to conduct a periodic update of its planning documents every eight years. Planning documents include the comprehensive plan, development regulations, and critical areas ordinances. Meeting the periodic update requirement also maintains the City's eligibility for state infrastructure funding. As a jurisdiction in Spokane County, our deadline for completion of the periodic update is June 30, 2017. The first step is reviewing our documents to make sure they are current and meeting all state requirements, as well as providing opportunity for the public to comment on any changes they think are needed from vision statements to implementation. The next step is revising the documents as needed, followed by taking legislative action, and notifying Department of Commerce. Based on the steps involved in the update, work needs to commence two years prior to the deadline. Due to current staffing levels (one City Planner), consultant services will be needed to manage the update and get it completed by the periodic update statutory deadline. The \$80,000 will be expended in 2015 with additional funds expended in 2016 (\$125,000 total estimated amount) for the periodic update. Our City Comprehensive Plan and Development Code (which includes our Critical Areas Ordinance) were originally adopted in 2003 and 2005, with the Lakemore and River District SAPs following in 2006 and 2009. Our original planning documents were prepared by three / four City Staff members from Planning & Community Development. This will be the first periodic update since adoption.

MBQ# _____ #7 _____

(if extra space is needed, please use the back of this document add an attachment)

Once completed, please send them to the Finance Director

2015 BUDGET QUESTION AND REQUEST FORM

DATE: 11-2-2014

Requestor: Keith Kopelson

Question or Budget Adjustment Request:

1. In reference to the budget line item concerning Children's Programming proposed at an amount of \$12k, please clarify how this works. My interpretation is that we only have a cost recovery of 20% of our expenses. I would like specific numbers as to how we are supplementing private business tuition and other expense costs.

Budget Adjustment Amount: \$

FUND # or Budget Line Item:

FOR ADMIN USE ONLY

Received Date: 11-2-2014

Response or Action:

The \$12K goes towards City programs, mostly the summer camp (CHILL). The 20% reference is the amount of money that the City collects from all the private business that use our registration system. For instance, if someone sign ups for a \$100 soccer camp thru Sky Hawks, the City collects \$20.00 and provides the area for the camp to take place.

MBQ# _____ #8 _____

(if extra space is needed, please use the back of this document add an attachment)

Once completed, please send them to the Finance Director

2015 BUDGET QUESTION AND REQUEST FORM

DATE: 11-2-2014

Requestor: Keith Kopelson

Question or Budget Adjustment Request:

1. In reference to the budget line item concerning Library-Telephone, Internet,xxx proposed at \$9k, I would like to know the bandwidth usage actual numbers for the past 2 years (2012-2013) and the projected use for (2014-2015). In addition, I would like to know the cost for our bandwidth usage compared to other bids we received prior to awarding the contract.

Budget Adjustment Amount: \$ \$9000

FUND # or Budget Line Item: 572-10-42-00

FOR ADMIN USE ONLY

Received Date: 11-3-2014

Response or Action:

City does not track actually bandwidth usage. I can provide what was available. In 2012, The Library had 1.5 mbps available to them thru XO Communications. This was not enough bandwidth for the Library new agreement with CIN. Late in 2012, the Library entered into a short term agreement with Comcast to provide internet access only. At that point, the Library received 50 mbps. In 2014, The City entered into an agreement with Petra and Ptera offers the same amount of bandwidth as Comcast. Comcast was cancelled earlier this year. Attached is the cost comparison between the other bids. Note that the other providers "bundled" the cost of internet and phones together.

MBQ# _____ #9 _____

(if extra space is needed, please use the back of this document add an attachment)

Once completed, please send them to the Finance Director

PTERA**ALL COMPANIES WIRED AND AT 50MBPS**

	MONTHLY	12 Month Total
WIRED CONNECTION		
50 MBPS INTERNET - BANDWIDTH	\$ 895.00	\$ 10,740.00
PHONES \$24.95/line X 26 Trunks X 52 DID's	\$ 648.70	\$ 7,784.40
ONE TIME COST IN YEAR ONE = \$28,975		

3 YR CONTRACT SERVICE COST ONLY		
YEAR 1	\$	18,524.40
YEAR 2	\$	18,524.40
YEAR 3	\$	18,524.40
Total	\$	55,573.20

TW TELECOM

	MONTHLY	12 Month Total
WIRED CONNECTION		
50 MBPS INTERNET - BANDWIDTH Includes Phones	\$ 2,276.42	\$ 27,317.04
ONE TIME COST IN YEAR ONE = \$750		

3 YR CONTRACT SERVICE COST ONLY		
YEAR 1	\$	27,317.04
YEAR 2	\$	27,317.04
YEAR 3	\$	27,317.04
	\$	81,951.12

INTEGRA

	MONTHLY	12 Month Total
WIRED CONNECTION		
50 MBPS INTERNET - BANDWIDTH Includes Phones	\$ 2,337.80	\$ 28,053.60
ONE TIME COST IN YEAR ONE = \$0.00		

3 YR CONTRACT SERVICE COST ONLY		
YEAR 1	\$	28,053.60
YEAR 2	\$	28,053.60
YEAR 3	\$	28,053.60
	\$	84,160.80

2015 BUDGET QUESTION AND REQUEST FORM

DATE: 11-2-2014

Requestor: Keith Kopelson

Question or Budget Adjustment Request:

1. In reference to the budget item line item concerning Liberty Lake Ball Fields proposal for a restroom facility, is that expense covered under our agreement for reimbursement should the district re-purchase the land? Specifically, is this included in what they would pay us for construction of the restroom and how is "fair market" value determined?

Budget Adjustment Amount: \$ 160,000

FUND # or Budget Line Item: FUND 310 - REET

FOR ADMIN USE ONLY

Received Date: 11-3-2014

Response or Action:

Yes, the restroom/storage structure is included in an agreement with Central Valley School District as reimburseable upon repurchase. Fair maket value is defined in the contract as being determined by an "appraiser" mutually agreed upon by both parties. More information will be provided at the workshop on 11-18-2014.

MBQ# _____ #10 _____

(if extra space is needed, please use the back of this document add an attachment)

Once completed, please send them to the Finance Director

2015 BUDGET QUESTION AND REQUEST FORM

DATE: 11-2-2014

Requestor: Keith Kopelson

Question or Budget Adjustment Request:

1. In reference to the Capital Facilities Plan item concerning the Library Sign and Reading Garden fence with a proposed expense of \$17,600, I would like to understand the rationale behind investing additional funds in improving the existing Library site when the Mayor stated the council needed to address the need for additional Library space in the form of new facility containing a new Library and proposed Event Center & Senior Center? It was my understanding that the Mayor stated that he would get a combined facility built within the next few years at a public gathering recently.

Budget Adjustment Amount: \$ 17,600

FUND # or Budget Line Item: FUND 330 - LIBRARY CAPITAL

FOR ADMIN USE ONLY

Received Date:

Response or Action:

***#1. Both the entrance sign and the reading garden fence are safety related. The "Library" sign will identify the driveway identical to the way that the "Police" sign identifies their driveway. Due to the driveways near proximity to Madison Rd, the driveway is difficult to see after dusk for both motorist and pedestrians. The sign can be modified or relocated should the Library move to a new location.
#2. The Reading Garden fence is to keep preschoolers in the "garden area" and out of the parking lot during story time.***

MBQ# _____ #11 _____

(if extra space is needed, please use the back of this document add an attachment)

Once completed, please send them to the Finance Director

2015 BUDGET QUESTION AND REQUEST FORM

DATE: 11-2-2014

Requestor: Keith Kopelson

Question or Budget Adjustment Request:

1. In reference to the Capital Facilities Plan item concerning the Concession Stand in Pavilion Park, I would like to know the plans for access for the facility and if the city be implementing a fee for use of the facility?

Budget Adjustment Amount: \$ 85,000

FUND # or Budget Line Item: FUND 310 - REET

FOR ADMIN USE ONLY

Received Date: 11-3-2014

Response or Action:

Access/reservation - The Facility would be available by reservation. Most likely it would be used by event sponsors. For example - if FOPP, Barefoot Soccer, or a church reserved Pavillion Park, the facility would also be available by reservation. At this time we are not proposing a facility charge. We will evaluate what other City's charge for similar facilities and bring back additional information for council consideration.

MBQ# _____ #12 _____

(if extra space is needed, please use the back of this document add an attachment)

Once completed, please send them to the Finance Director

2015 BUDGET QUESTION AND REQUEST FORM

DATE: 2-Nov-14

Requestor: Kaminskis

Question or Budget Adjustment Request:

Police Capital Fund - Are there plans to build this back up or is the amount allocated only for what is needed in 2015?

Budget Adjustment Amount: \$

FUND # or Budget Line Item:

FOR ADMIN USE ONLY

Received Date: 11-3-2014

Response or Action:

No plans to build this backup. Currently looking at the regional records system that Spokane County and City of Spokane is negotiating. Will know more in 2015.

MBQ# __13__

(if extra space is needed, please use the back of this document add an attachment)

Once completed, please send them to the Finance Director

2015 BUDGET QUESTION AND REQUEST FORM

DATE: 2-Nov-14

Requestor: Kaminskas

Question or Budget Adjustment Request:

2014 Budget = \$1500. What is the expected actual for 2014? Why the increase?

Budget Adjustment Amount: \$

FUND # or Budget Line Item: 511603100

FOR ADMIN USE ONLY

Received Date: 11-3-2014

Response or Action:

YTD Actual for 2014 is = \$1,636.86. Items that are coded here are supplies for Council Retreat, open house supplies, sound system, business cards, budget supplies. In 2015, City is anticipating more public feedback opportunities and information for Council regarding Aquatic Center and Community Center.

MBQ# __14__

(if extra space is needed, please use the back of this document add an attachment)

Once completed, please send them to the Finance Director

2015 BUDGET QUESTION AND REQUEST FORM

DATE: 2-Nov-14

Requestor: Kaminskis

Question or Budget Adjustment Request:

2014 Budget = \$2500. What is expected actual for 2014? Why such a huge increase? Travel to conference?

Budget Adjustment Amount: \$

FUND # or Budget Line Item: 511604900

FOR ADMIN USE ONLY

Received Date: 11-3-2014

Response or Action:

YTD actual is \$1700. Reason for the increase has been an oversight on not recognizing the AWC membership dues for the entire City which are typically expensed to Legislative. Membership Dues are estimated to be \$5500 for 2015. Also, the AWC conference will be in Wenatchee for 2015.

MBQ# ____15____

(if extra space is needed, please use the back of this document add an attachment)

Once completed, please send them to the Finance Director

2015 BUDGET QUESTION AND REQUEST FORM

DATE: 2-Nov-14

Requestor: Kaminskis

Question or Budget Adjustment Request:

Please provide more info on cell phone stipend

Budget Adjustment Amount: \$

FUND # or Budget Line Item: 513104200

FOR ADMIN USE ONLY

Received Date: 11-3-2014

Response or Action:

Mayor and City Administrator both receive a \$50 per month stipend for Cell Phone as an option to having a City issued Cell Phone. The stipend is for data, voice, and text. This is consistent with the Cell Phone Policy.

MBQ# __16__

(if extra space is needed, please use the back of this document add an attachment)

Once completed, please send them to the Finance Director

2015 BUDGET QUESTION AND REQUEST FORM

DATE: 2-Nov-14

Requestor: Kaminskas

Question or Budget Adjustment Request:

Please provide more info on need for FT Admin. What are other possible options?

Budget Adjustment Amount: \$

FUND # or Budget Line Item: 514231006

FOR ADMIN USE ONLY

Received Date: 11-3-2014

Response or Action:

City staff is currently reviewing this need. It is still unknown how much in resources the City will need in managing the Solid Waste Contract. Until that can be resolved, City requests leaving this position in the budget, however, would not fill the position or spend the dollars without a prior approval from council.

MBQ# ____17____

(if extra space is needed, please use the back of this document add an attachment)

Once completed, please send them to the Finance Director

2015 BUDGET QUESTION AND REQUEST FORM

DATE: 2-Nov-14

Requestor: Kaminskas

Question or Budget Adjustment Request:

Please provide more details about these increases

Budget Adjustment Amount: \$

FUND # or Budget Line Item: 514234100 & 200

FOR ADMIN USE ONLY

Received Date: 11-3-2014

Response or Action:

Increase in both line items due to increase in bank charges (credit card are now accepted at counter), new telephones through PTERA, professional services for managing the Solid Waste Program (\$5k), and copier lease. City will also receive \$10K-\$11K from waste

MBQ# 18

(if extra space is needed, please use the back of this document add an attachment)

Once completed, please send them to the Finance Director

2015 BUDGET QUESTION AND REQUEST FORM

DATE: 2-Nov-14

Requestor: Kaminskas

Question or Budget Adjustment Request:

Did we put \$125K in fund in 2014? If so, how much is left? If the goal is to carry \$125K, is there any to roll forward from 2014? If we didn't fund the \$125K in 2014, should we do a budget amendment for 2014 to get to \$125K (after expenses already against it) and then reduce the amount for 2015?

Budget Adjustment Amount: \$

FUND # or Budget Line Item: 594186200

FOR ADMIN USE ONLY

Received Date: 11-3-2014

Response or Action:

In 2014, we have spent \$14,829 for the pump that went down at Trailhead, Trusses at Library, and Shuttle work. We could reduce the amount for 2015 to \$110K or even lower. If a event happens that exceeds this amount, then the City could do a budget amendment. If this contingency was in place at the start of last year, the Roof at the Police/Library, and the Trailhead would have been eligible and City would have used \$114K of these dollars.

MBQ#____19____

(if extra space is needed, please use the back of this document add an attachment)

Once completed, please send them to the Finance Director

2015 BUDGET QUESTION AND REQUEST FORM

DATE: 2-Nov-14

Requestor: Kaminskis

Question or Budget Adjustment Request:

Why did these move to \$0? Moved to another line item?

Budget Adjustment Amount: \$

FUND # or Budget Line Item: 58900005 & 6

FOR ADMIN USE ONLY

Received Date: 11-3-2014

Response or Action:

These items should be budgeted under professional services for Community Development. Any 589 number is a pass through account from money we collect and then send to the state such as sales tax.

MBQ# ____ 20 ____

(if extra space is needed, please use the back of this document add an attachment)

Once completed, please send them to the Finance Director

2015 BUDGET QUESTION AND REQUEST FORM

DATE: 2-Nov-14

Requestor: Kaminskis

Question or Budget Adjustment Request:

Need to add \$\$ for this - whatever we think we'll be short

Budget Adjustment Amount: \$100K - \$500K?????

FUND # or Budget Line Item: 598425100

FOR ADMIN USE ONLY

Received Date: 11-3-2014

Response or Action:

TIF will be \$425K for 2015. If this is used as match, an additional \$575K will be needed from other sources. \$30K could come from Harvard Rd Mitigation Fund, another \$100K from Stormwater and APA Funds, that would leave \$445K from General Fund. That potentially could come from sales tax \$ generated over budget estimates like we have in 2014.

MBQ# 21

(if extra space is needed, please use the back of this document add an attachment)

Once completed, please send them to the Finance Director

2015 BUDGET QUESTION AND REQUEST FORM

DATE: 2-Nov-14

Requestor: Kaminskis

Question or Budget Adjustment Request:

With 2 new cars in late 2014 and one new one last year, shouldn't maintenance be going down?

Budget Adjustment Amount: \$

FUND # or Budget Line Item: 521104800

FOR ADMIN USE ONLY

Received Date: 11-3-2014

Response or Action:

Depends on the year and if any mechanical problems arise. This line item also includes preventive maintenance (oil changes, transmission service, tune ups etc.) and non-warranty work such as brake and rotor replacements. 2014 YTD cost is \$15K with less than two months left. Over the last 7 years, this line item has ranged from \$14K (low 2010) to \$28K (high in 2011).

MBQ# 22

(if extra space is needed, please use the back of this document add an attachment)

Once completed, please send them to the Finance Director

2015 BUDGET QUESTION AND REQUEST FORM

DATE: 2-Nov-14

Requestor: Kaminskis

Question or Budget Adjustment Request:

Is Amanda still planning FMLA in 2015? I thought she took in in 2014

Budget Adjustment Amount: \$

FUND # or Budget Line Item: 558601000

FOR ADMIN USE ONLY

Received Date: 11-3-2014

Response or Action:

Correct. We will correct the note.

MBQ# 23

(if extra space is needed, please use the back of this document add an attachment)

Once completed, please send them to the Finance Director

2015 BUDGET QUESTION AND REQUEST FORM

DATE: 4-Nov-14

Requestor: Kaminskas

Question or Budget Adjustment Request:

Concession stand and new sign not identified as a council priority for 2015

Budget Adjustment Amount: \$ -85,000

FUND # or Budget Line Item: 594766309

FOR ADMIN USE ONLY

Received Date: 11-3-2014

Response or Action:

#1. Concession Stand with Storage was presented by Mayor for Council consideration based on the level of activities, events, and input from users at Pavillion Park.

#2. Current sign is wood and has rotted. It must be replaced or repaired. Before buying a new sign, we will have our grounds crew evaluate repairing the existing sign. See attached pictures.

MBQ# ____24____

(if extra space is needed, please use the back of this document add an attachment)

Once completed, please send them to the Finance Director





2015 BUDGET QUESTION AND REQUEST FORM

DATE: 4-Nov-14

Requestor: Kaminskas

Question or Budget Adjustment Request:

was this in the original scope?

Budget Adjustment Amount: \$

FUND # or Budget Line Item: 594766114

FOR ADMIN USE ONLY

Received Date: 11-3-2014

Response or Action:

A cover pad was not included the 2014 construction project. This would be a new park amenity that would provide seating and a shade structure.

MBQ# 25

(if extra space is needed, please use the back of this document add an attachment)

Once completed, please send them to the Finance Director

2015 BUDGET QUESTION AND REQUEST FORM

DATE: 4-Nov-14

Requestor: Kaminskas

Question or Budget Adjustment Request:

Why another sign? One on front and one facing the road already

Budget Adjustment Amount: \$

FUND # or Budget Line Item: 594726300

FOR ADMIN USE ONLY
Received Date: 11-4-2014
Response or Action:
SEE MBQ #11
MBQ# 26

(if extra space is needed, please use the back of this document add an attachment)

Once completed, please send them to the Finance Director

2015 BUDGET QUESTION AND REQUEST FORM

DATE: 4-Nov-14

Requestor: Kaminskis

Question or Budget Adjustment Request:

Why do we expect this revenue to go down? What is expected actual for 2014?

Budget Adjustment Amount: \$

FUND # or Budget Line Item: 347300006 & 362100000

FOR ADMIN USE ONLY

Received Date: 11-3-2014

Response or Action:

YTD for 2014 is a little over \$10K. Reason for the reduction is we had two employees (golf pro and another employee) who are PGA. That other employee accepted another position this year which led to the reduction. As for pull cart revenue, using a conservative estimate comparing 2012 and 2013.

MBQ# 27

(if extra space is needed, please use the back of this document add an attachment)

Once completed, please send them to the Finance Director

2015 BUDGET QUESTION AND REQUEST FORM

DATE: 4-Nov-14

Requestor: Kaminskis

Question or Budget Adjustment Request:

Project # 20, Rocky Hill Expansion - Where is this in the budget and how do we take it out? Or is this just a wish and not in the budget?

Budget Adjustment Amount: \$

FUND # or Budget Line Item: Appendix page 87

FOR ADMIN USE ONLY

Received Date: 11-4-2014

Response or Action:

This project was identified as Phase 3 in the original park plan and the project is not currently in the 2015 Budget. An RCO grant opportunity will be available for Youth Athletic Facilities in 2015 and this project, supported by the recent community survey, would qualify. If the application was successful, City Staff would request a budget amendment from Council to move forward with the project using REET funds as the City match. If the Council would like us to not proceed with the grant application or the project please provide feedback to staff.

MBQ# 28

(if extra space is needed, please use the back of this document add an attachment)

Once completed, please send them to the Finance Director

2015 BUDGET QUESTION AND REQUEST FORM

DATE: 4-Nov-14

Requestor: Kaminskis

Question or Budget Adjustment Request:

Where does this # come from? Do we have a quote? I find it hard to believe that our Comp Plan needs this big of an update

Budget Adjustment Amount: \$

FUND # or Budget Line Item: 558504100

FOR ADMIN USE ONLY
Received Date: 11-3-2014
Response or Action:
SEE MBQ #7
MBQ# 29

(if extra space is needed, please use the back of this document add an attachment)

Once completed, please send them to the Finance Director

2015 BUDGET QUESTION AND REQUEST FORM

DATE: 4-Nov-14

Requestor: Kaminskis

Question or Budget Adjustment Request:

A new staff vehicle was purchased in 2014. Why is another new one needed and why such an expensive one?

Budget Adjustment Amount: \$ -30K

FUND # or Budget Line Item: 594586400

FOR ADMIN USE ONLY

Received Date: 11-3-2014

Response or Action:

Currently, we have 5 to 7 employees sharing two vehicles that also use the Ford Escape when available. These employees include building inspectors, planning, recreation, code enforcement, and grounds supervisor. We will be evaluating all vehicle options that meet are needs at the most affordable price and expect to purchase a vehicle under the \$30K budget.

MBQ# 30

(if extra space is needed, please use the back of this document add an attachment)

Once completed, please send them to the Finance Director

2015 BUDGET QUESTION AND REQUEST FORM

DATE: 4-Nov-14

Requestor: Kaminskis

Question or Budget Adjustment Request:

Why such a large increase?

Budget Adjustment Amount: \$

FUND # or Budget Line Item: 5711004100

FOR ADMIN USE ONLY

Received Date: 11-3-14

Response or Action:

YTD spent is \$4600. For the 2015 costs include annual software maintenace for registration system (Peak Software) (\$1537). Advertising for CHILL and other classes(\$1400). Increase in credit card fees from online system (we believe that this may be up to \$1K, however will not know until year end). Pleae note that the City revenue has increased from offering additional classes. Registration revenue went from \$35K in 2012 to \$57K in 2013 and YTD is \$56K for 2014.

MBQ# 31

(if extra space is needed, please use the back of this document add an attachment)

Once completed, please send them to the Finance Director

2015 BUDGET QUESTION AND REQUEST FORM

DATE: 4-Nov-14

Requestor: Kaminskas

Question or Budget Adjustment Request:

What are we doing to offset the increase of Lib Lake days? Is it expected to break even?

Budget Adjustment Amount: \$

FUND # or Budget Line Item: 571004105

FOR ADMIN USE ONLY

Received Date: 11-3-2014

Response or Action:

No, we do not expect Liberty Lake Days to be cost neutral. Efforts to offset costs include volunteers and community donations. Our Recreation Coordinator takes great effort to insure public dollars provide the most "bang for the buck" and spends considerable time competitively shopping for all out of pocket expenses. We want Council to know that staff costs are not included in this budget proposal. This is a major event and requires a great number of staff hours that are in addition to the budget line item.

MBQ# 32

(if extra space is needed, please use the back of this document add an attachment)

Once completed, please send them to the Finance Director